

Honoraria SOP

Ref: NAVPGSCOLINST 7200.1G

Enclosures: (1) Payments to Visiting Lecturers/Panelists Memorandum
(2) SF 1034/Public Voucher For Purchases and Services Other Than Personal
(3) Electronic Funds Transfer (EFT)

BACKGROUND:

Honorarium – a procedure for the authorization of payment of a fee for service rendered by a lecturer/panelist. Honoraria are intended for one-time events only.

POLICY:

Honoraria are to be paid to guest lecturers employed in the private sector. They may NOT be paid to Military Service Members or federal civilian employees. Military and federal civilian guest lecturers will receive only travel and per diem payments in accordance with the Joint Travel Regulations (JTR) for providing a Visiting Lecture.

Honoraria for multiple day events (more than two days) should be used only in exceptional circumstances. Generally, payment for multiple day events should be made through a technical service contract (Fleet and Industrial Support Center (FISC), San Diego). A technical service contract should also be used if a department is using an individual more than once for the purpose of providing Visiting Lectures.

Honoraria shall NOT be used to defray travel expenses. These expenses shall be paid via an Invitational Travel Order (ITO).

Using Honoraria as payments for consulting and/or work and services is prohibited.

No individual will commit a fee or expenses to a guest lecturer without prior authorization from a member of the staff having control of funds for this purpose.

Honorarium fees in excess of \$500.00 are to be approved by the appropriate division dean at the Naval Postgraduate School (NPS). Fees above \$1,000.00 per

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day or total exceeding \$1,250.00 require the concurrence of the Superintendent or Deputy Superintendent.

PROCEDURES:

The admin support person should submit a request for an Honorarium via email or memo by use of the "Payments to Visiting Lecturers/Panelists Memorandum" See Enclosure 1. This request for honoraria will be authorized and submitted to the Comptroller on or within 5 working days of the date the service is performed. Honoraria submitted after this time could be considered an "Unauthorized Commitment" and would be processed as such.

1. The NPS Sponsor must provide the following information on the "Payments to Visiting Lecturers/Panelists Memorandum" form in order for it to be processed.

- Department providing funding
- Payment Amount
- Job Order Number
- Full Name of lecturer
- Social Security Number (SSN) of lecturer
- Home Address of Lecturer
- Date of services performed
- Description of the purpose of service
- Verification of non-government employment status
- Verification of citizenship
- Signatures and Title of authorizing authorities (i.e., PI, Dept. Chair, Dean)
- Telephone contact information (including fax) for the guest.

2. Upon receipt of this memo from the Sponsor, the administrative support person will forward the info to the appropriate Sponsored Programs Financial Analyst or Funds Administrator who will assign a miscellaneous document number (MD). Using the information contained in the Memorandum, the SF 1034 must be completed by the administrative support person See Enclosure 2. This SF 1034 must include the signature block for the chair/director and the Director of Fiscal of Operations – Comptroller, if signature is required. An Electronic Funds Transfer (EFT) form must be sent to the speaker, and can be faxed back to the department, ensuring timely payment to the guest See Enclosure 3.

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3. The Memorandum and SF 1034 should be forwarded to the chair/director for signature. If the payment is above \$500.00 per day or in excess of \$1,250.00, the two forms are submitted to the School or Division Dean for signature.

4. After receiving the approved Memorandum and SF 1034, the admin support person should prepare a package to include the following documents:

- a. "Payments to Visiting Lectures/Panelists Memorandum"
- b. SF 1034
- c. Guest Lecturer's EFT form

The sponsor should then make a file copy. This copy should be date stamped to reflect submission to the appropriate fiscal analyst in the Comptroller's Office.

5. Once a completed and approved package has been received by the Comptroller, it will take ten to fourteen days for payment to be issued.

MEMORANDUM

From:
To: Disbursing Section, DFAS-CHAR One Bill Pay
Via: Comptroller
Subj: PAYMENTS TO VISITING LECTURERS / PANELISTS
Ref: (a) NAVPGSCOLINST 7200. 1 G
(b) Honorarium SOP Jun 2002

1. Per reference (s), an honorarium in the amount of \$_____ is just and proper payment to _____, SSN _____, Home Address _____, for professional services performed at the Naval Postgraduate School, Monterey, California on _____. The purpose of the visit and the nature of the service to be provided are: _____

_____.

2. The visiting lecturer is
() not an employee of the Federal Government
() is not a U.S. citizen

3. Visiting lecturer is to travel from _____ Mode of travel _____
(City, State) (POV, Com. Air, etc.)

4. An ITO will/will not be requested. Cost Estimate for ITO (not paid with fee): \$_____. Please attach a copy of the ITO.

5. Please () mail check to payee's home address (foreign Lecturers only).
() direct deposit fee into payee's bank account via EFT.

(Requestor) I certify that services indicated above were performed.

(Authorized Fund Administrator)

(JON)

(Standard Doc. Number - MD)

(Chairman/Department/PI)

(Division Dean) Above \$500/day or exceeds \$1,250

Standard Form 1034 Revised October 1987 Department of the Treasury 1 TFM 4-2000 1034-121		PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL				VOUCHER NO.							
U.S. DEPARTMENT, BUREAU, OR ESTABLISHMENT AND LOCATION			DATE VOUCHER PREPARED			SCHEDULE NO.							
			CONTRACT NUMBER AND DATE			PAID BY							
			REQUISITION NUMBER AND DATE										
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						DISCOUNT TERMS							
						PAYEE'S ACCOUNT NUMBER							
						SHIPPED FROM			TO			WEIGHT	
GOVERNMENT B/L NUMBER													
NUMBER AND DATE OF ORDER		DATE OF DELIVERY OR SERVICE		ARTICLES OR SERVICES <small>(Enter description, item number of contract or Federal supply schedule, and other information deemed necessary)</small>		QUAN- TITY		UNIT PRICE COST PER		AMOUNT <small>(1)</small>			
(Use continuation sheet(s) if necessary)										(Payee must NOT use the space below)		TOTAL	
PAYMENT: <input type="checkbox"/> PROVISIONAL <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL <input type="checkbox"/> PROGRESS <input type="checkbox"/> ADVANCE		APPROVED FOR <div style="text-align: right;">= \$</div>		EXCHANGE RATE <div style="text-align: right;">= \$1.00</div>		DIFFERENCES							
		BY				Amount verified; correct for							
						(Signature or initials)							
						TITLE							
		Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment.											
(Date)		(Authorized Certifying Officer)				(Title)							
ACCOUNTING CLASSIFICATION													
PAID BY	CHECK NUMBER			ON ACCOUNT OF U.S. TREASURY			CHECK NUMBER			ON (Name of bank)			
	CASH \$			DATE			PAYEE						
¹ When stated in foreign currency, insert name of currency. ² If the ability to certify and authority to approve are combined in one person, one signature only is necessary; otherwise the approving officer will sign in the space provided, over his official title. ³ When a voucher is receipted in the name of a company or corporation, the name of the person writing the company or corporate name, as well as the capacity in which he signs, must appear. For example: "John Doe Company, per John Smith, Secretary", or "Treasurer", as the case may be.									PER				
									TITLE				

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(Use continuation sheet(s) if necessary) <div style="float: right; text-align: right;"> TOTAL </div>									
PAYMENT: <input type="checkbox"/> PROVISIONAL <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL <input type="checkbox"/> PROGRESS <input type="checkbox"/> ADVANCE					DIFFERENCES				
					Amount verified; correct for				
					(Signature or initials)				
MEMORANDUM									
ACCOUNTING CLASSIFICATION									
PAID BY	CHECK NUMBER		ON ACCOUNT OF U.S. TREASURY		CHECK NUMBER		ON (Name of bank)		
	CASH		DATE		PAYEE				
\$									

PRIVACY ACT STATEMENT

The information requested on this form is required under the provisions of 31 U.S.C. 82b and 82c, for the purpose of disbursing Federal money. The information requested is to identify the particular creditor and the amounts to be paid. Failure to furnish this information will hinder discharge of the payment obligation.

EFT INFORMATION SHEET

Name: _____ SSN: _____ - _____ - _____ Grade/Rank: _____
(Last, First, MI)

Command: _____ Dept/Div/Curriculum: _____

E-MAIL ADDRESS:

(Note: E-mail address will be used for Travel Voucher payment notification, and/or LES and NPA distribution.)

MAILING ADDRESS:

PHONE NUMBERS:

Work Phone: _____
Home Phone: _____

Financial Institution:									
Account Number:									
Type of Account: (Check one only)	, Savings , Checking								
Routing Number: (Must be 9 digits)									
Purpose of EFT info submission (check one).	, For TRAVEL CLAIMS payments only. , For regular pay and allowances (DDS) payments only. , For ALL types of payments.								

Signature: _____ Date: _____

PRIVACY ACT STATEMENT

Authority:	5 USC 5701, 37 USC 404-427, EO 9397, 31 USC 3322, 31 CFR 208, 209 AND/OR 210
Principal Purpose(s):	Used for reviewing, approving, accounting and disbursing for official travel/pay and allowances. SSN is used to maintain a numerical identification system for individual claims. The information is confidential and is needed to prove entitlement of payments. The information will be used to process payment data from the Federal Agency to the financial institution and/or its agent.
Routine Use(s):	To substantiate claims for reimbursement for official travel.
Disclosure:	Voluntary; however, failure to furnish information requested may result in total or partial denial of amount claimed and may delay or prevent the receipt of payments through the Electronic Funds Transfer/Direct Deposit System (EFT/DDS) programs.